

Eastern Panhandle Preparatory Academy
A West Virginia Not-for-Profit Corporation
BOARD MEETING MINUTES

The Eastern Panhandle Preparatory Academy (the “School”), pursuant to public notice, held a regular Board Meeting (the “meeting”) on January 21, 2025 by virtual means.

Board Members in Attendance:

Gary Dungan
Jake Cordell
Marie Nuar
Matthew Coffindaffer

Board Members Absent

Ryan Cascio, President

Guests in Attendance:

Demetrius Blue, Principal, Eastern Panhandle Preparatory Academy
Xiaofei Pei, Accel
Phil Petru, Accel
Tracey B. Eberling, Attorney, Steptoe & Johnson
PLLC

1. Sign-in / A Call to order/ Pledge of Allegiance / Opening Prayer

The meeting was called to order at 6:05 p.m. by Board Vice President Cordell. The Pledge of Allegiance was made, and a time for silent prayer offered.

2. Roll Call of Board Members

A roll call of members was requested. A quorum was present for the meeting.

3. Review/Acceptance of Agenda

The acceptance of the Agenda was brought forward for consideration by the Board. Member Dungan moved that the Agenda be accepted with the amendment to omit discussion of the Wellness Policy as the Board was advised that a draft has not been finalized for the Board’s consideration. The motion was seconded by Member Nuar and passed on unanimous vote.

4. Adoption/Approval of Minutes of Previous Board Meeting(s)

Consideration of the minutes of the November 17, 2024 regular Board meeting and the December 18, 2024 special Board meeting was tabled until the February meeting upon the motion of member Dungan, seconded by member Coffindaffer and approved by unanimous vote.

5. Reports and Updates

a. School Report

i. School Leader Report

Mr. Blue shared that the second new student orientation was held last Thursday to address core values and provide an opportunity to meet and talk over pizza. On February 13, the school will hold a “Parent and I” dance from 5:00 to 6:30 p.m. on campus with music and refreshments. On February 4, a 100 day of school celebration will be held with students and staff being encouraged to dress as if they are 100 years old. On January 23, a Knights of the Breakfast Table event was held to review data and provide feedback to parents.

Mr. Petru shared his recommendations for grad level capacity and that the Pre-K grade level be reinstated for the 2025-26 school year. Andrew Neptune of the West Virginia School Building Authority will visit the school on January 31 at 9:00 p.m. to tour the facility in consideration of the application for grant funding. All are invited to attend. Finally, a special meeting for admission lottery must be set and the date of February 28, 2025 at noon has been recommended. The meeting can be cancelled if a lottery is not necessary.

b. Treasurer Report

Mr. Pei presented the Treasurer’s Report. The December 2024 financial statement, which was included in the Board meeting materials, was discussed. Mr. Pei noted that the cash on hand is on a positive trend of \$216,900. While EPPA is behind on revenue at about \$100,000, it is ahead on expenses. Expenses issue is largely due to timing and will change when a grant comes in can be drawn down. The issue of a credit of \$77,836 from last year’s remains unresolved. It is projected that the year will end very close to budget on the revenue side.

Member Nuar moved that the Financial Report be accepted as presented. Member Dungan seconded the motion which carried by a voice vote without objection.

c. Authorizer Update

Dr. James Paul provided a report as follows:

1. A reminder was provided that audits of the prior year are due in March, which is an annual requirement;
2. Board governance training continues to be offered on the first Friday of every month through a grant received by the WVPCSB. Dr. Paul will forward a link to the recorded sessions. Small group private training is

also available upon request.

3. It is recommended that the Board work to develop new goals for academic outcomes as progress will be considered at the time of charter renewal.

5. Committee Reports, if submitted

None.

6. Old Business

None.

7. New Business

Consent Items –

The following items on the Consent Agenda were approved on motion by member Coffindaffer, seconded by Member Dungan and approved by unanimous vote:

*Approval of Invoices/Bills***

Authorization of acceptance of Title I grant

Approval of school capacities for school year 2025-26

Approval of grade levels for school year 2025-26 (adding PK)

Approval of special meeting for lottery, February 28, 2025, 12:00 p.m. in the Main Office Conference Room (if needed)

8. Board Member Discussion

The Board discussed possible changes to the school closure policy and issues concerning the failure of the HOA to plow the road. Phil Petru and Demetrius Blue will reach out to the HOA. A revision to the Parent/Student Handbook on school closure will be considered at the next meeting.

9. Executive Session:

The Board went into Executive Session for the discussion of litigation with counsel upon motion of Member Nuar, seconded by Member Coffindaffer and approved unanimously. The Board exited Executive Session on motion of Member Cordell, seconded by Member Nuar, also on unanimous vote, with no action to be taken.

10. Date/time and location for next regular meeting.

The next regular meeting of the Board is scheduled for **Tuesday, February 18, 2005 at 6:00 p.m. at 449 Rose Hill Drive, Kearneysville, WV in person.**

11. Board Member Discussion – None.

12. Adjournment

There being no further business to come before the Board, Member Coffindaffer moved to adjourn the January 21, 2025 regular Board meeting of Eastern Panhandle Preparatory Academy, which was seconded by Member Nuar. The meeting was adjourned at 6:51 p.m., without objection